

Virginia Department of Social Services

FY 2016 Program guide for Allowability of Costs

| | Budget Line Item | VOCA | FVPSA | TANF | STATE General Funds | Allowable for VDSS Domestic Violence Grant? |
|------------------------------------------------------------|--------------------------------|------|--------------|------|---------------------|---------------------------------------------|
| 1 PERSONNEL | | | | | | |
| Direct Service Staff | Y | Y | Y | Y | | Y |
| Direct Service Supervisor | Y | Y | Y | Y | | Y |
| Administrative & Support Staff | N | Y | Y | Y | | Y |
| Prevention Service Staff | N | Y | Y | Y | | Y |
| Community Collaboration Service Staff | N | Y | Y | Y | | Y |
| Fundraiser/fund development | N | N | N | N | | N |
| Board/Advisory Council members | N | N | N | N | | N |
| Stipends/Honorariums | N | N | N | Y | | N |
| Bonuses | N | N | N | N | | N |
| 2 PAYROLL TAXES & BENEFITS | | | | | | |
| For Personnel as allowed above | Y | Y | Y | Y | | Y |
| Deferred compensation match | N | N | N | N | | N |
| Severance for direct service staff | Y | Y | Y | Y | | Y |
| 3 BUILDING | | | | | | |
| Rent/Mortgage | | | | | | |
| Rent (prorated) | Y | Y | Y | Y | | Y |
| Mortgage payments | N | N | N | N | | N |
| Utilities | | | | | | |
| Gas, electric, water & sewer | Y | Y | Y | Y | | Y |
| Security Systems | Y | Y | Y | Y | | Y |
| Insurance | | | | | | |
| Building liability | N | N | N | Y | | N |
| Personal property | N | N | N | Y | | N |
| Maintenance and Repairs | | | | | | |
| Building modifications (handicap access) | Y (if owned) | Y | Y (if owned) | Y | | Y |
| Building improvements | N | Y | N | Y | | N |
| Garbage collection | Y | Y | Y | Y | | Y |
| Cleaning service | Y | Y | Y | Y | | Y |
| Building repairs | Y (if owned) | Y | Y (if owned) | Y | | Y |
| Household Supplies | | | | | | |
| Cooking utensils/dishware | Yes, for shelter programs only | | | | | |
| Bedding and linens | Yes, for shelter programs only | | | | | |
| Cleaning supplies | Y | Y | Y | Y | | Y |
| Paper products | Y | Y | Y | Y | | Y |
| First Aid kit and supplies | Y | Y | Y | Y | | Y |
| 4 OFFICE AND PROGRAM EXPENSES | | | | | | |
| Printing | | | | | | |
| Administrative policies and paperwork (incl Annual Report) | N | N | N | Y | | Y |

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|-------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------|---|---|---|---|
| | Protocols, working agreements | N | Y | N | Y | Y |
| | Needs Assessments/surveys/studies | N | Y | N | Y | Y |
| | Brochures, program literature | Y | Y | Y | Y | Y |
| | Public presentations materials | Y | Y | Y | Y | Y |
| | General public awareness on issues | N | Y | N | Y | Y |
| | Community education of non-victims | N | Y | N | Y | Y |
| Postage | | | | | | |
| | Administration related correspondence | N | N | N | Y | Y |
| | Program and educational materials | Y | Y | Y | Y | Y |
| | Client correspondence | Y | Y | Y | Y | Y |
| Communications | | | | | | |
| | Phone leases & maintenance fees | Y | Y | Y | Y | Y |
| | Billing (local long distance, and toll-free) | Y (direct services) | Y | Y | Y | Y |
| | Voice mail, call waiting | Y | Y | Y | Y | Y |
| | Cable or satellite dish | N | N | N | Y | Y |
| | Internet service | Y | Y | Y | Y | Y |
| Program Supplies and Costs | | | | | | |
| | Victim food and meals | Y | Y | Y | Y | Y |
| | Victims support group food | N | Y | Y | Y | Y |
| | Staff meeting snacks | N | N | N | Y | N |
| | Board meeting foods | N | N | N | Y | N |
| | Support group supplies | Y | Y | Y | Y | Y |
| | Children's activity supplies | Y | Y | Y | Y | Y |
| | Shelter based family support activities | Y | Y | Y | Y | Y |
| | Client emergency basic need items | Y | Y | Y | Y | Y |
| | Client medical costs | N | N | N | N | N |
| | Client cash assistance | N | N | N | N | N |
| | Gift Cards | N | N | N | N | N |
| | Resource materials, books, videos | Y (direct services) | Y | Y | Y | Y |
| | Computer software (separate purchase) | Y (direct services) | Y | Y | Y | Y |
| | Subscriptions to newspapers, magazines | Y | Y | Y | Y | Y |
| | Software development | Y | Y | N | Y | Y |
| Publicity/Advertising | | | | | | |
| | Recruitment of staff (grant funded only) | Y | Y | Y | Y | Y |
| | Recruitment of volunteers | Y | Y | Y | Y | Y |
| | Public information and event notices | Y (direct services) | Y | Y | Y | Y |
| | Purchase of promotional items | N | Y | N | N | N |
| | Web page development | N | Y | Y | Y | Y |
| Office Supplies | | | | | | |
| | Paper, pens, folders, toner, etc. | Y (direct services) | Y | Y | Y | Y |
| | Business computer software | N | Y | Y | Y | Y |
| Insurance | | | | | | |
| | Malpractice (professional liability) | Y | Y | Y | Y | Y |
| | Auto insurance | Only if vehicle was purchased with grant funds | | | | R |
| Equipment maintenance/repair/lease | | | | | | |
| | Shelter program equipment | Y | Y | Y | Y | Y |
| | Vehicle | Only if vehicle was purchased with grant funds | | | | R |
| 5 | EQUIPMENT Purchases | | | | | |
| | Shelter program equipment (washer, dryer, freezer, refrigerator, stove) | Y | Y | Y | Y | Y |

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|----------|--------------------------------------------------------------------------|---|---|---|----------------------------------------------------------|
| | Phone Systems (purchase) | Y | Y | Y | Y |
| | Cell phones | Y | Y | Y | Y |
| | Typewriters | Y | Y | Y | Y |
| | Shredders | Y | Y | Y | Y |
| | Copiers | Y | Y | Y | Y |
| | Fax machines | Y | Y | Y | Y |
| | Computers | R | R | R | R |
| | Overhead and LCD projectors | Y | Y | Y | Y |
| | DVD players | Y | Y | Y | Y |
| | Television | Y | Y | Y | Y |
| | TTY/TDD machines & Braille equipment | Y | Y | Y | Y |
| | Filing cabinets | R | Y | Y | R-Only for grant-funded staff @ their % on grant. |
| | Desks and Chairs | R | Y | Y | R-Only for grant-funded staff @ their % on grant. |
| | Client use sofas, chairs, tables,etc. | | | | Domestic Violence Shelter Programs Only |
| | Playground equipment | | | | Domestic Violence Shelter Programs Only |
| | Lighting | Y | Y | Y | Y |
| | Security equipment | Y | Y | Y | Y |
| | Vehicle (prior approval required) | Y | Y | R | Y |
| 6 | CONTRACT SERVICES / CONSULTANTS | | | | |
| | Interpreters | Y | Y | Y | Y |
| | Mental health providers | Y | Y | Y | Y |
| | In-service trainer for direct service staff development | Y | Y | Y | Y |
| | In-service trainer for administration or board service | N | N | N | Y |
| | Bookkeeping/Financial/Auditing | N | Y | Y | Y |
| | Administrative services | N | Y | N | Y |
| | Legal services for program | N | Y | Y | Y |
| | Animal care for sheltered victims | Y | Y | N | Y |
| | Hotel/Motel safe housing | Y | Y | Y | Y |
| | Family Violence Hotline | Y | Y | Y | Y |
| 7 | TRAVEL , TRANSPORTATION & TRAINING | | | | |
| | Travel and Transportation | | | | |
| | Direct service work mileage and lodging | Y | Y | Y | Y |
| | Administration mileage and lodging | N | Y | Y | Y |
| | Transportation for client safety | Y | Y | Y | Y |
| | Bus tickets, tokens, taxi (victim transportation) | Y | Y | Y | Y |
| | Board/Advisory Council business | N | N | N | Y |
| | Laundry, entertainment, alcohol | N | N | N | N |
| | Direct service work meals | Y | Y | R | Y |
| | Victim relocation expenses | N | N | N | Y |
| | Purchase or lease of necessary vehicles | R | R | R | N |
| | Vehicle insurance | Y | Y | Y | Y |
| | Vehicle maintenance/repairs (prorated, if shared) | Y | Y | Y | Y |
| | Training (includes travel, meals, lodging, mileage, registration) | | | | |

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|----------|----------------------------------------------------|---|---|---|---|----------|
| | For direct service staff and volunteers | Y | Y | Y | Y | Y |
| | For administration services | N | Y | N | Y | Y |
| | Direct service training provided to other agencies | N | Y | N | Y | Y |
| | Crime victim participation in conferences | N | Y | N | Y | Y |
| | Conference Planning | N | Y | N | Y | R |
| | Purchase of books, manuals, DVDs (direct service) | Y | Y | Y | Y | Y |
| | Web-based training | R | Y | Y | Y | Y |
| | Food provided at training | Y | Y | Y | Y | Y |
| | Salary payment for training participants | N | N | N | N | N |
| 8 | Other | | | | | |
| | Indirect Costs | N | N | Y | Y | N |
| | Memberships to professional organizations | Y | Y | Y | Y | Y |
| | Program relocation expenses | N | N | N | R | R |
| | Fees for Accreditation | Y | Y | Y | Y | Y |